

RTCINST 1000.2
06 Apr 2004

RECRUIT TRAINING COMMAND INSTRUCTION 1000.2

Subj: BASIC GUIDANCE FOR NON-PUNITIVE ADMINISTRATIVE
MEASURES

Ref: (a) Manual for Courts Martial
(b) JAGMAN
(c) RTCINST 1620.3B
(d) RTCINST 3000.1

Encl: (1) Notification Matrix
(2) Alcohol flow chart
(3) Assault (non sexual) flow chart
(4) Cheating flow chart
(5) Communicating a threat flow chart
(6) Contraband flow chart
(7) Disrespect flow chart
(8) Failure to obey flow chart
(9) Gambling flow chart
(10) Tobacco flow chart
(11) Unauthorized Absence flow chart

1. Purpose. To establish policies, procedures and assign responsibilities for the administration of non-punitive administrative measures at Recruit Training Command (RTC) as delineated in enclosures (1) through (11).

2. Background. While many violations of the Uniform Code of Military Justice (UCMJ) could be handled formally, by imposition of non-judicial punishment or referral to various levels of courts-martial, this is not necessary, or even desirable in every case. Often, wise use of non-punitive measures can be as effective in dealing with minor disciplinary problems. Consequently, the military justice system recognizes the need to provide for informal disciplinary measures. References (a) and (b) outline administrative action a command may take or initiate. Reference (c) establishes guidance concerning the composition, purpose and policy governing Intensive Training (IT) and Advanced Intensive Training (AIT). Reference (d) outlines the scope of authority for personnel responsible for administering non-punitive Administrative measures.

3. Policy.

a. RTCs policy is to establish standards, measure performance against these standards, and require correction

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where deviations from standards exist. Resorting to the withholding of privileges and extra military instruction should occur only when counseling and normal training fail to accomplish the necessary objective. Such actions must be balanced by recognition of exemplary behavior and performance.

b. Although this instruction outlines specific non-punitive measures that are available, it does not contain all authorized methods of non-punitive action.

4. Responsibilities/Action.

a. The Commanding Officer has ultimate responsibility for all disciplinary actions provided on his or her command.

b. The Military Training Director (MTD) is responsible for overseeing, implementing and monitoring the administration of non-punitive measures.

c. The Fleet Commanders shall:

(1) Monitor the use of non-punitive measures provided to Recruits assigned to their fleet.

(2) Issue and maintain Page-13's administered to Recruits.

(3) Report all Page-13's issued to MTD.

(4) Administer non-punitive Administrative measures.

d. Fleet Leading Chief Petty Officers (LCPOs) shall:

(1) Ensure Group Commanders and Ship's (Barracks) Leading Chief Petty Officers are familiar with all contents of this instruction.

(2) Maintain statistics on all non-punitive measures assigned to Recruits, and report those statistics to the prospective Fleet Commanders.

(3) Administer non-punitive Administrative measures.

e. Group Commanders shall:

(1) Ensure that all Ships staff is trained on the administration of non-punitive administrative measures.

(2) Ensure that all non-punitive Administrative measures administered to Recruits are accomplished within the guidance of all references.

(3) Maintain statistics on all non-punitive measures assigned to recruits within his or her Ship and forward those statistics to the Fleet LCPO.

(4) Administer non-punitive administrative measures.

f. Ships Leading Chief Petty Officer shall:

(1) Train all Ships (Barracks) staff on the administration of non-punitive Administrative measures.

(2) Gather all statistical data on non-punitive measures assigned to recruits within his or her Ship.

(3) Forward all statistical data on non-punitive measures to the Ships Officer.

(4) Conduct all formal counseling on Recruits as required.

(5) Administer non-punitive administrative measures.

g. Recruit Division Commanders (RDC's) shall:

(1) Familiarize yourself with this instruction and all references.

(2) Properly administer all authorized and appropriate non-punitive administrative measures within your scope of responsibility.

(3) Document statistical data on non-punitive measures assigned to recruits within their division.

(4) Forward all statistical data on non-punitive measures to the Ships LCPO.

(5) Advise the Ships LCPO when non-punitive administrative action is required at their level.

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5. Review. The Security Officer (SECO) will review this instruction on an annual basis, recommending changes as required.

//s//
M. L. MORAN

Distribution:
RTCINST 5216.2L
(List I CASE A)

NOTIFICATION MATRIX

OFFENCE	CO	XO	MTD	CMC	CDO	MAA	SAVI	CMEQ	DAPA/ FAP	CACO
1. Suicide / Death	X	X	X	X	X	X				X
2. Simple Assault					X	X				
3. Aggravated Assault		X	X	X	X	X				
4. Communicating a Threat					X	X				
5. Sexual Assault (Recruit on Recruit)	X	X	X	X	X	X	X	X		
6. Sexual Assault (Staff on Recruit)	X	X	X	X	X	X	X	X		
7. Sexual Harassment (Recruit on Recruit)	X	X	X	X	X	X	X	X		
8. Sexual Harassment (Staff on Recruit)	X	X	X	X	X	X	X	X		
9. Controlled Substance	X	X	X	X	X	X				
10. Alcohol Incidents (Recruit)					X	X			X	
11. Alcohol Incidents (Staff)	X	X	X	X	X	X			X	
12. Larceny less than \$250.00					X	X				
13. Larceny more than \$250.00	X	X	X	X	X	X				
14. Suicide Attempt	X	X		X	X	X				
15. Suicide Ideation	X	X			X	X				
16. Suicide Gesture	X	X			X	X				
17. Staff Incidents (Domestic, DUI, U/A, Etc.)	X	X	X	X	X	X				
18. Bomb Threats	X	X	X	X	X	X				
19. Fire	X	X	X	X	X	X				
20. Illegal Entry into RTC	X	X	X	X	X	X				
21. Gambling					X	X				
22. Search and Seizure				X	X	X				
23. Return or Attempt U/A Deserter	X	X			X	X				
24. Threat Conditions	X	X	X	X	X	X				
25. Rape	X	X	X	X	X	X	X			
26. Racial incidents	X	X	X	X	X	X		X		
27. Maltreatment	X	X	X	X	X	X				
28. Fraternization	X	X	X	X	X	X				
29. Hazing	X	X	X	X	X	X				

RTC Master-at-Arms will make appropriate notifications to CID.

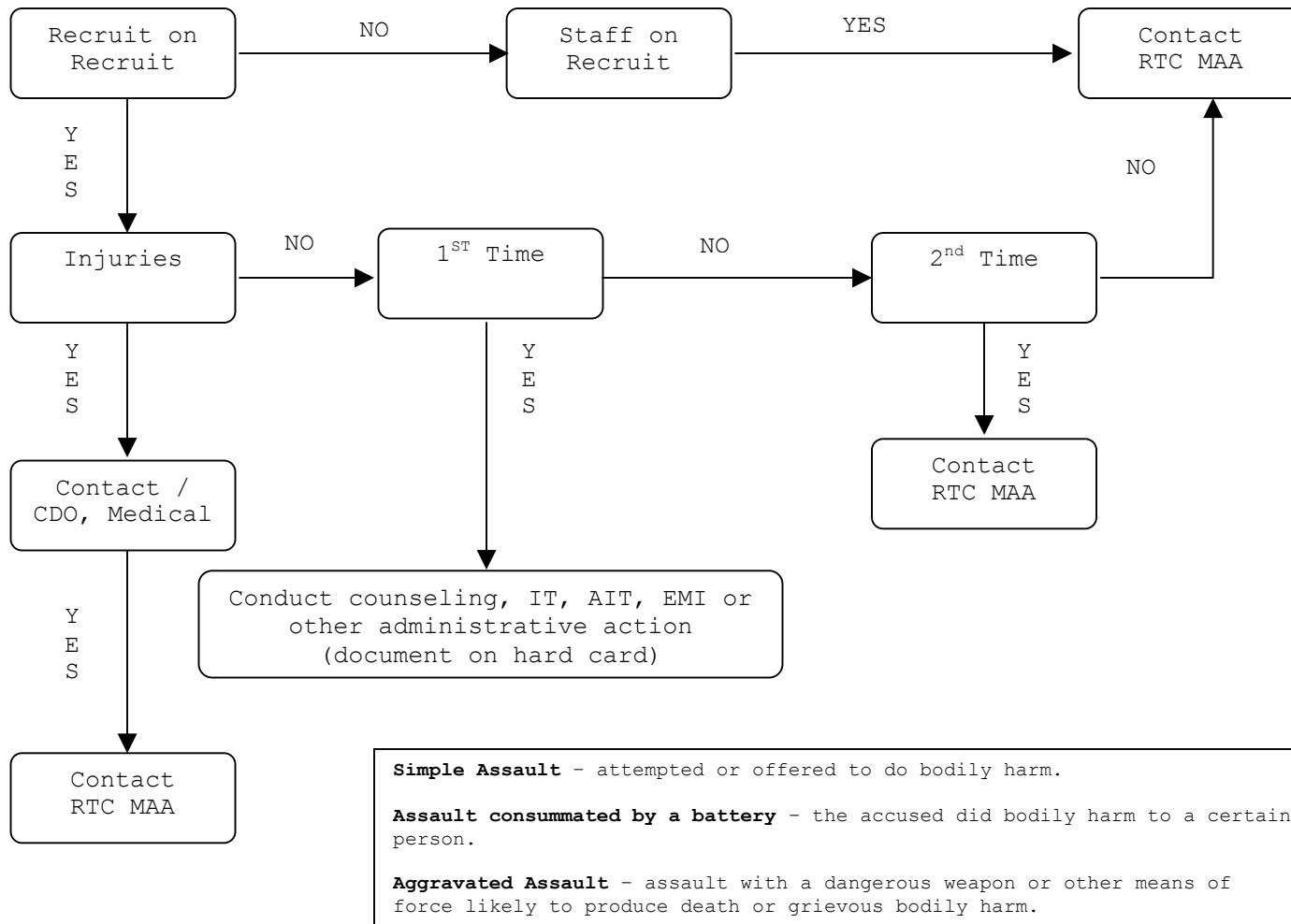
Enclosure (1)

ALCOHOL (RECRUIT)

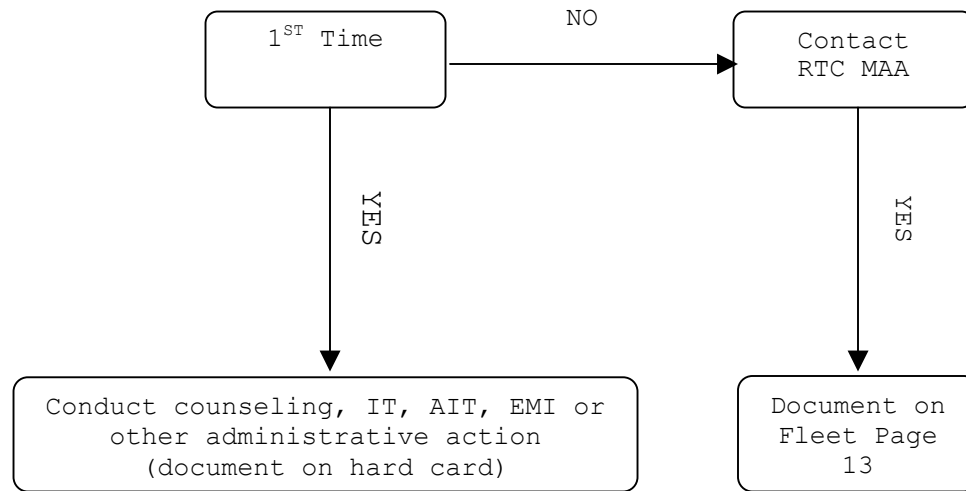


Note: Guidance set forth above does not preclude the chaining of command from pursuing other courses of action should the situation dictate. (e.g., multiple infractions, poor performance, and lack of military bearing.)

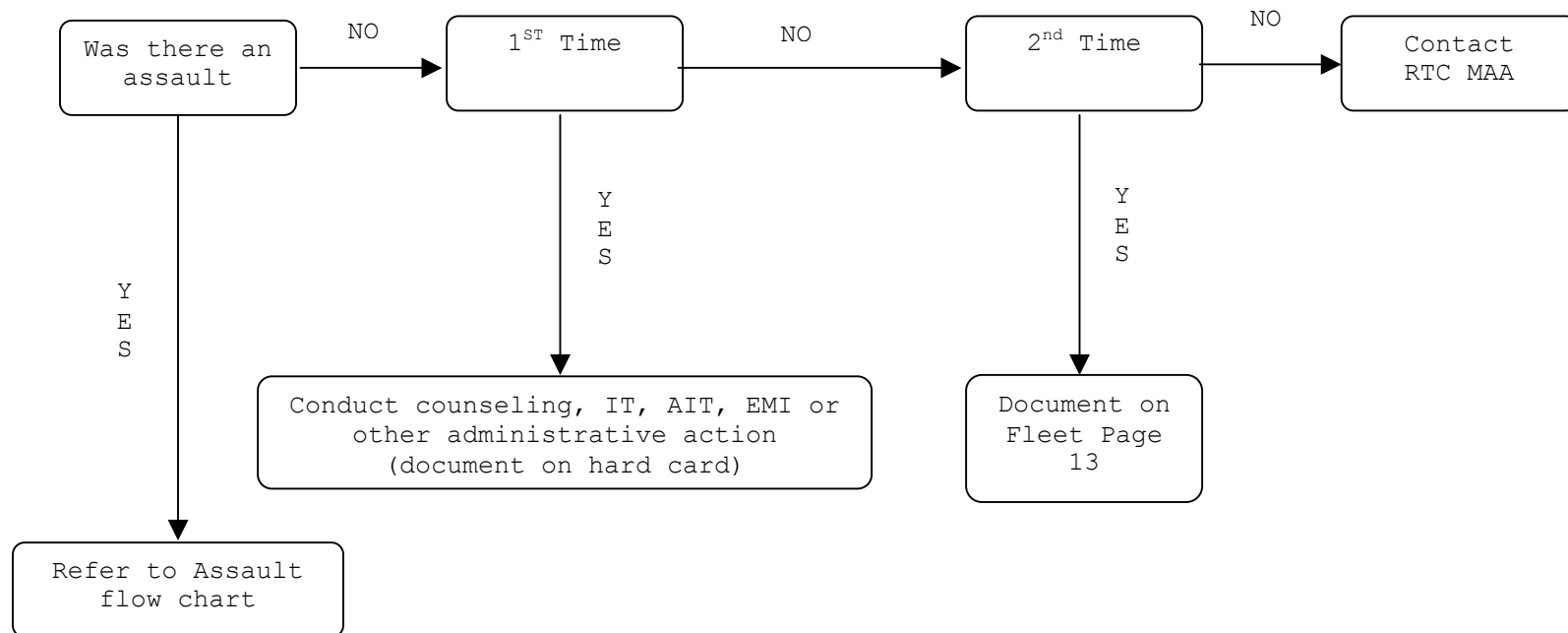
ASSAULT (NON SEXUAL)



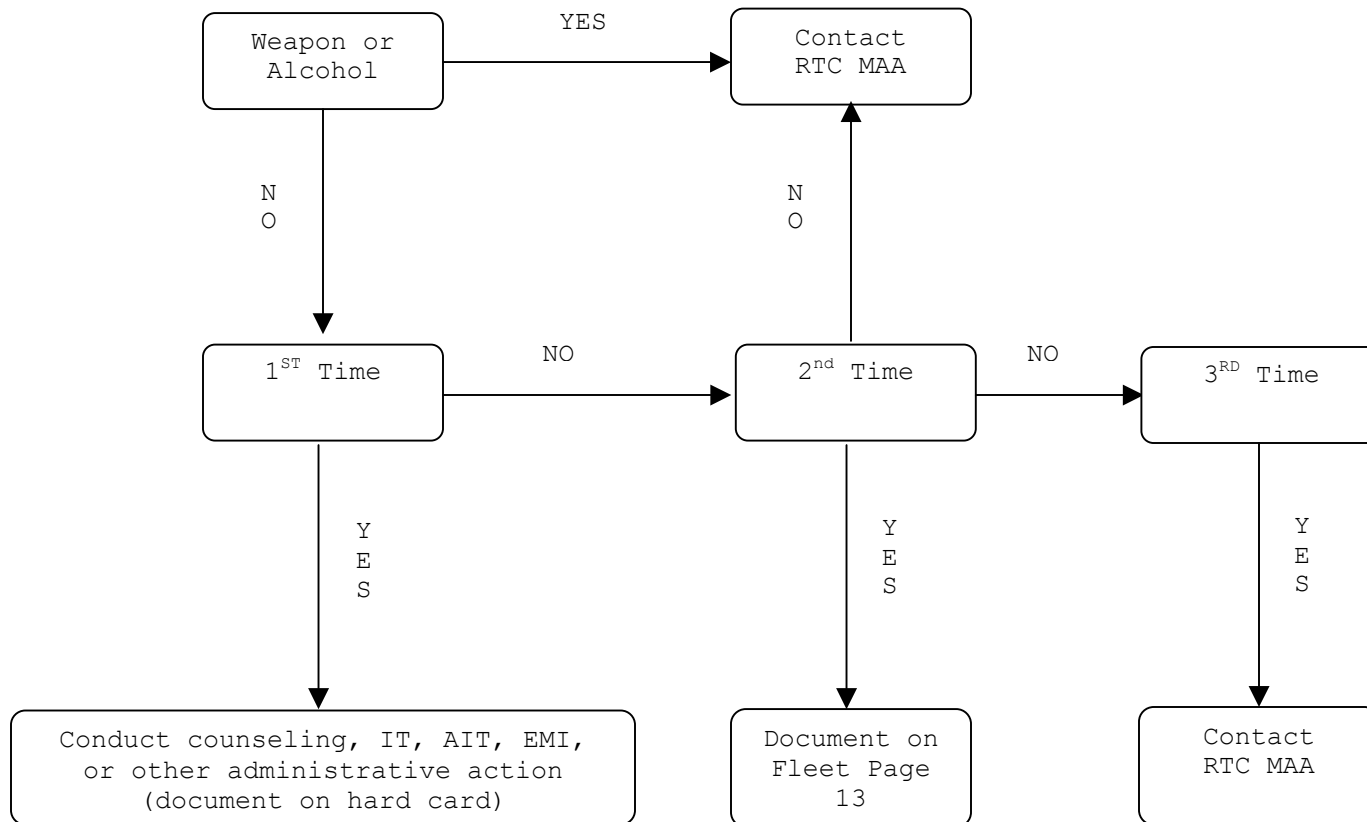
CHEATING



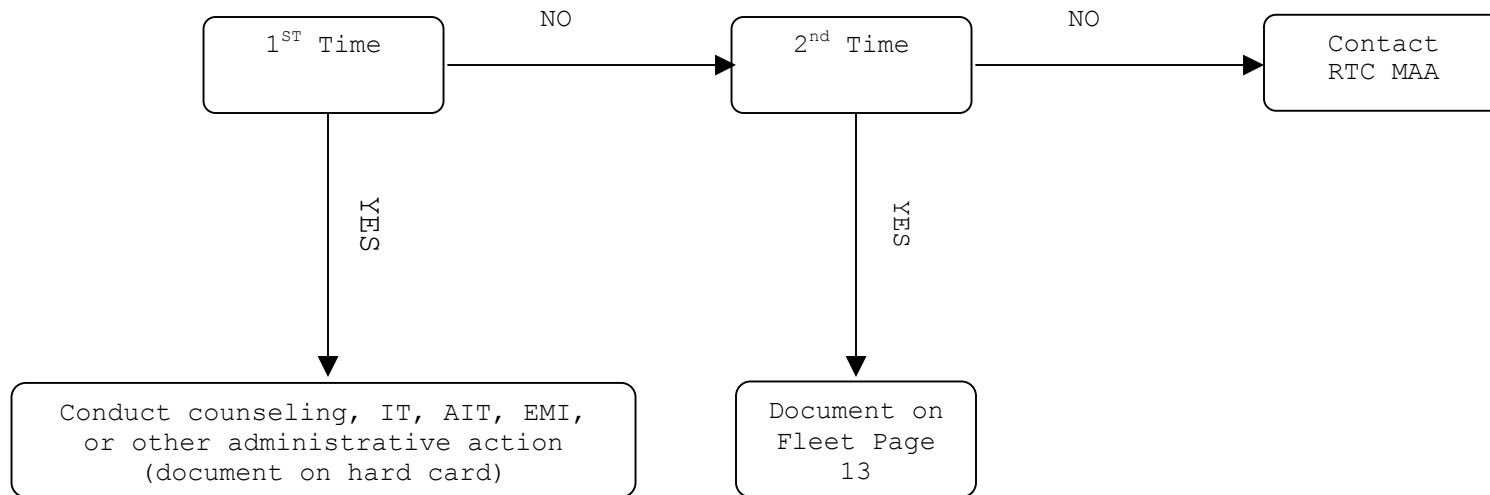
COMMUNICATING A THREAT



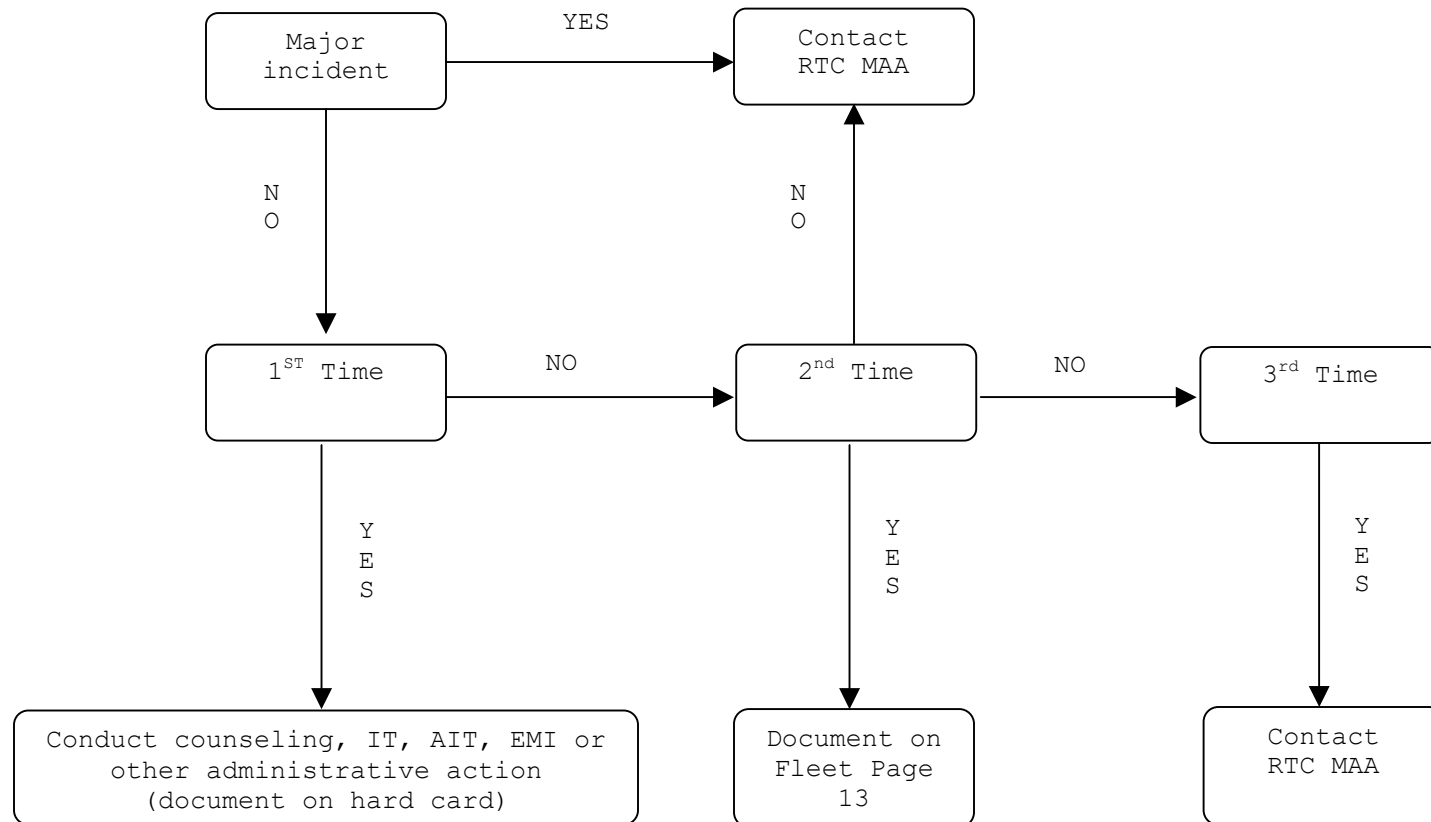
CONTRABAND



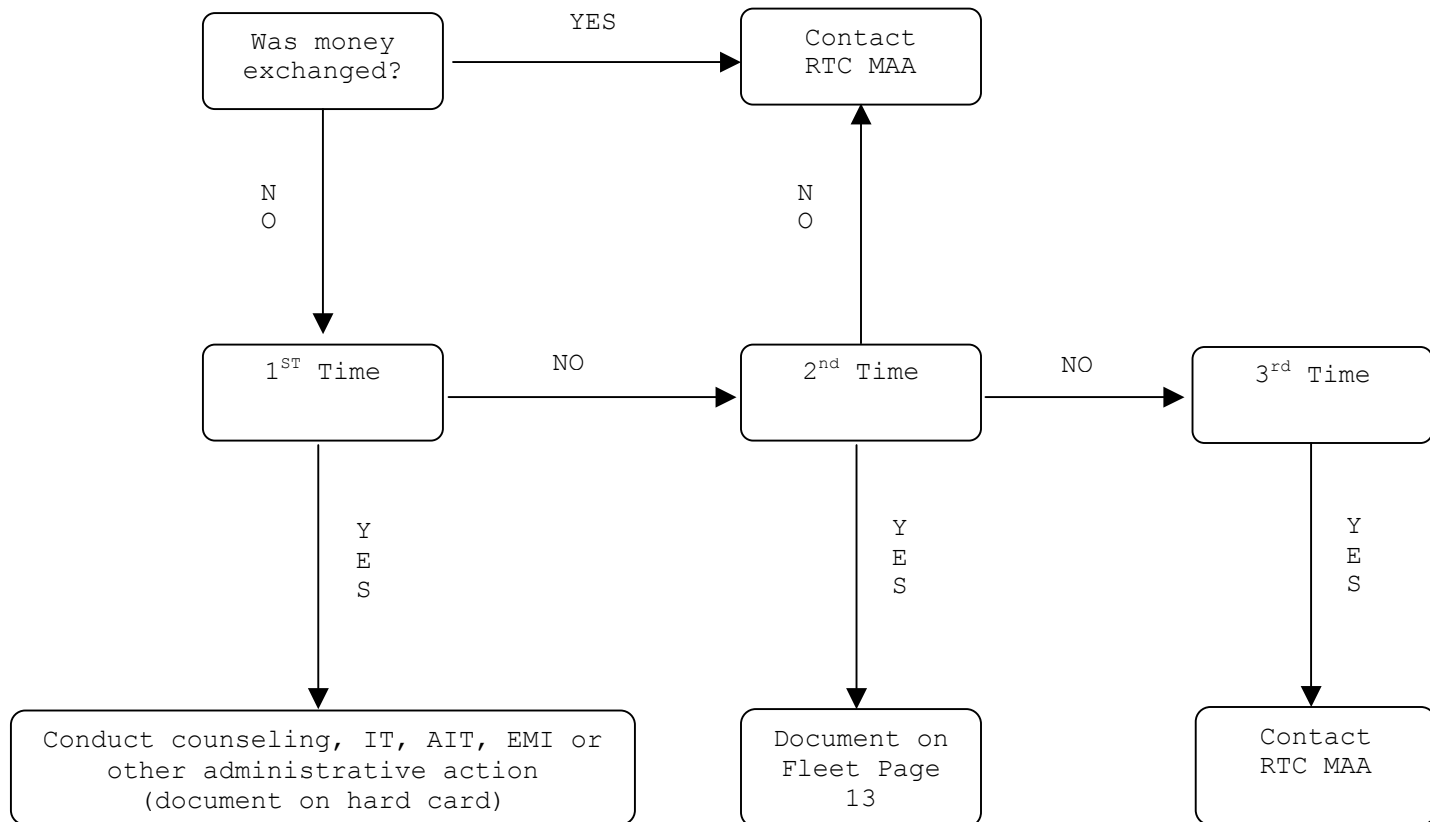
DISRESPECT



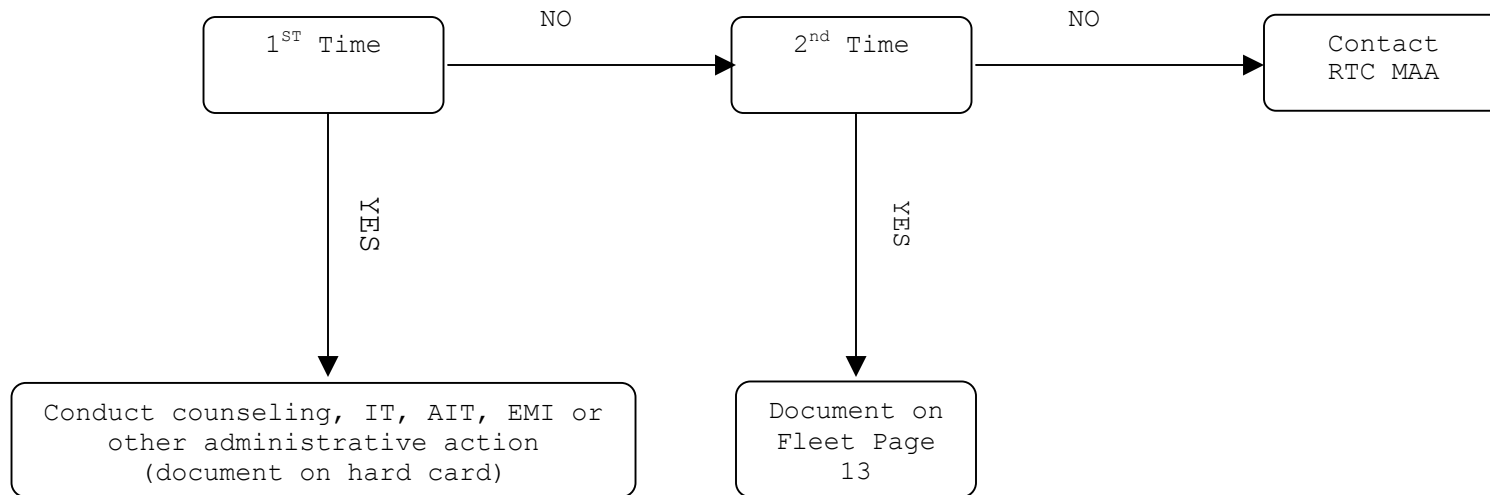
FAILURE TO OBEY



GAMBLING



TOBACCO (SMOKING/CHEWING)



UNAUTHORIZED ABSENCE

